



WILLIAMSBURG AREA ARTS COMMISSION

401 Lafayette Street, Williamsburg, Virginia 23185-3617

(757) 220-6181 / Fax (757) 259-8057

Grant Application

Deadline for submission: DECEMBER 1, 2009

Date of application _____ Organization's FY dates _____

Name of organization _____

E-mail address _____

Mailing address _____

• Contact/Grant writer _____

E-mail address _____ Phone _____

Mailing address _____

• President/CEO/ or Executive Director _____

E-mail address _____ Phone _____

Mailing address _____

Amount of funding requested \$ _____

PROPOSAL SUMMARY: Within this space **briefly outline** the basic concept of the proposal.

A. Will funding be used for a specific project, performance, and/or service OR general operating expenses?

B. Describe specifically how funding will be used either for project, performance, and/or service OR general operating expenses.

C. If used for a specific project, performances, and/or service, list goals and objectives of the proposal.

D. If you do not receive full funding, will you be able to complete the work as outlined above?

E. Provide a list of proposed project, performance, and/or services; a timetable; and facilities to be used.

F. Indicate who will benefit from the project, performance, and/or services and the size of the anticipated audience and/or participants.

G. Who will be in charge of the artistic direction of this project, performance, and/or service? List title and principal qualifications, or attach a resume.

H. If applicable, give the name(s) of any organization(s), other than the applicant, that will assist in the project, performance, and/or service.

I. Describe your organization's efforts in the last twelve months to reach the Historic Triangle's diverse communities and underserved populations which include minorities, children, senior citizens, people with disabilities, and the financially challenged.

J. List any admission or other fees that will be charged.

K. Estimated number of volunteer hours devoted to the project, performance, and/or service.

The undersigned certifies that to the best of his/her knowledge the information in this application is true and correct.

Signature of Authorizing Official

Name (please print)

Title

Check List

- ____ Grant Application (due December 1, 2009)
- ____ List of Board Members/Trustees, incl. addresses and positions on Board
- ____ Copy of Federal tax exemption letter (if not on file)
- ____ List of Assets and Liabilities

Please mail or deliver 10 hard copies to:

Julie Phares
Finance Office
The City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

WILLIAMSBURG AREA ARTS COMMISSION
GRANT APPLICATION FOR FISCAL YEAR _____

Budget and Summary Financial Statement of Grant Applicant & Proposed Project Budget

FINANCIAL INFORMATION			
ACTUAL LAST FISCAL YEAR	ESTIMATED CURRENT FISCAL YEAR	ESTIMATED NEXT FISCAL YEAR	PROPOSED PROJECT BUDGET

I. REVENUE - Do not include donated or in-kind services, materials, facilities, or income legally restricted for acquisitions or capital expenditures. For in-kind categories, see Section II.

A. Revenues - Contributions:

1. Williamsburg Area Arts Commission

2. Membership Fees

3. Other grants:

Municipal / Local (specify)

a.

b.

c.

State

Federal

4. Individual Contributions

5. Corporate Contributions

6. Other (specify)

B. Revenues - Program Generated:

7. Admissions / Ticket Sales

8. Concessions / Product Sales

9. Interest

10. Other (specify)

a.

b.

c.

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C. Revenues - Net Profits from Fund Raising:

- a.
- b.
- c.

D. Revenues - Other Sources (specify)

- a.
- b.
- c.

II. IN-KIND CONTRIBUTIONS

- A. Services
- B. Goods
- C. Space
- D. Other (specify):
 - a.
 - b.
 - c.

TOTAL REVENUES:

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III. EXPENSES

A. Salaries / Wages / Honoraria - (include fringe benefits and payroll taxes)

- 1.a. Administration - Directors
- 1.b. Administration - Support
- 2. Artists / Performers / Lecturer Fees
- 3. Consultant Fees
- 4. Other (specify):
 - a.
 - b.
 - c.

B. Non-Personnel

- 1. Office Rent
- 2. Utilities / Phone
- 3. Insurance / Bonding
- 4. Office Supplies
- 5. Travel - Meals/Lodging (specify)
 - a.
 - b.
 - c.
- 6. Materials
- 7. Printing / Duplicating
- 8. Postage
- 9. Advertising
- 10. Equipment - Purchases

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1 1. Equipment - Rental			
12. Repair & Maintenance			
13. Facility Rental			
14. Real Estate Taxes			
15. Personal Property Taxes			
16. Interest Expenses			
17. Bank Charges			
18. Admission Taxes			
19. Fundraising Expenses			
20. Other (specify)			
a.			
b.			
c.			
TOTAL EXPENSES:			

PLEASE INCLUDE A COPY OF YOUR ORGANIZATION'S LATEST BALANCE SHEET (LISTING OF ASSETS & LIABILITIES)